



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
PSC BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 1710.2
MCCS
07 Apr 04

AIR STATION ORDER 1710.2 W/CH1

From: Commanding General, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: HANCOCK AND SLOCUM LODGES USE PROCEDURES

Ref: (a) MCO P1700.27A

1. Situation. Hancock and Slocum Lodges are operated for the primary benefit and enjoyment of military personnel and their family members.

2. Mission. To publish procedures for use of Hancock and Slocum Lodges.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide facilities that will enhance quality of life to all members aboard the Air Station.

(2) Concept of Operations

(a) Hancock Lodge. Located at Hancock Marina, is a 2,000 square foot facility that can be reserved for private functions. It is open to all authorized organizations, units or individuals and can accommodate a maximum of 88 patrons. The lodge is a full service facility with rest rooms, kitchen facilities, telephone, stereo, and an ice machine. A user fee to cover the cost of upkeep and replacement of furnishings is required. The user fee for this facility is as follows: \$75.00 (1000-1400); \$100.00 (1600-2400); and \$125.00 (1000-2400).

(b) Slocum Lodge. Located at Slocum Recreational Area, is an 800 square foot room that is open to all authorized organizations, units or individuals and can accommodate a maximum of 65 patrons. The lodge has rest rooms, telephone and kitchen facilities. The user fee for this facility is as follows: \$25.00 (1000-1400); \$35.00 (1600-2000); and \$50.00 (1000-2400).

(c) Reservations. Both Hancock and Slocum Lodges may be reserved by authorized private individuals per the reference or

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Command Liaisons by calling the Pelican Point Marina Office at 466-2762/4874 or by submitting a written request or certified electronic mail to Pelican Point Marina Manager. Within 1 week after calling the Pelican Point Marina Manager or within 1 week after notification that a written request has been received, an initial refundable deposit of \$25.00 must be made to the Pelican Point Marina Manager to preclude cancellation and to provide for lodge clean up by MCCA personnel if necessary. Should the receiving party wish to cancel their reservations, they may do so at any time without forfeiture of deposit until up to 2 weeks prior to the scheduled use date.

(d) Special Consideration. Special consideration is given to units conducting an all-hands function in which the commanding officer would normally authorize expenditure of unit party/picnic funds. In this circumstance, the user fee shall be waived provided a letter or certified electronic mail from the commanding officer or respective command liaison is submitted requesting such.

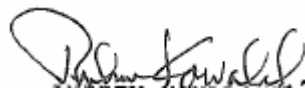
(e) Use Agreement Contract. A use Agreement Contract must be completed and signed prior to lodge reservations. An inspection of the premises prior to and immediately following the function is also required. Patrons or command liaisons will be responsible for securing necessary reservations, completing the use agreement contract, obtaining lodge keys, and conducting inspections.

4. Administration and Logistics. None.

5. Command and Signal.

a. Signal. This Order effective the date it is signed.

b. Command. This Order is applicable to Marine Corps Reserves.



ANDREW KOWALSKI
Chief of Staff

DISTRIBUTION: A



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AirStaO 1710.2 Ch 1
MCCS
28 MAR 2006

AIR STATION ORDER 1710.2 CH 1

From: Commanding General, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: HANCOCK AND SLOCUM LODGES USE PROCEDURES

1. Situation. This Order requires changes in usage fees.
2. Mission. To direct pen changes to the basic Order.
3. Execution
 - a. On page 1, paragraph 3.a.2.a.b., increase in user fee, under Hancock Lodge change price from "\$35.00" to \$75.00; change "\$50.00" to \$100.00 and "\$75.00" to \$125.00.
4. Administration and Logistics. File this Change transmittal immediately behind the signature page of the basic Order.
5. Command and Signal
 - a. Command. This Order is applicable to the Marine Corps Reserve.
 - b. Signal. This Change is effective the date signed.

A handwritten signature in black ink, appearing to read "D. L. Buland", is positioned above the typed name and title.

D. L. BULAND
Chief of Staff

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